

# Wisconsin Department of Regulation & Licensing

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**Madison, WI 53708-8935**

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## BARBERING AND COSMETOLOGY EXAMINING BOARD

### WISCONSIN BARBERING AND COSMETOLOGY SCHOOL PROCEDURES FOR EVALUATION OF TRAINEES AND LICENSEES OF OTHER JURISDICTIONS

Wisconsin schools that evaluate barbering and cosmetology training from other state schools not licensed by Wisconsin are required to complete a three part evaluation in order to certify the equivalency of the out of state training and certify an applicant as eligible for the Wisconsin licensing examinations. The three elements of the evaluation are:

1. Validation of documentation showing applicant training and graduation
2. Comparison of training topics and hours with Ch. BC 5, Wisconsin Administrative Code
3. Provision of testing which provides substantial evidence of the applicant's incorporation of knowledge and skills from the previous barbering and cosmetology training.

### PROCEDURE FOR EVALUATION OF TRAINING

The method of evaluation to be used by the school is not defined by statute or rule. All applicants for evaluation must have a certificate of graduation and official documents from the out of state barbering and cosmetology school showing hours of attendance and time spent in hours of study. The evaluating school, at a minimum, will do all of the following:

1. Take reasonable steps to assure that the school that provided the previous training is legitimate, and that the transcripts of the training are valid. If the evaluating school has concerns about either the school or the applicant's transcripts, the Department should be consulted.
2. Review the transcripts from the previous training and compare them to the current training requirements in Ch. BC 5, Wisconsin Administrative Code. If the transcripts meet or exceed all training requirements in Ch. BC 5, Wisconsin Administrative Code, and the applicant meets the examination standards in paragraph three (3) below, the school conducting the evaluation should complete a CERTIFICATION OF TRAINING form and submit it to the testing company for Wisconsin barbering and cosmetology examinations, which is currently Continental Testing Services (CTS).
3. When the previous training has been determined to be acceptable, the evaluating school should administer an examination covering practical skills and/or subject matter knowledge which will provide substantial evidence of the applicant's incorporation of knowledge and skills from the previous barbering and cosmetology training.
4. If the school's review of previous training shows deficiencies, the school will indicate both the topics where further training is needed, and the number of hours of training needed in each topic area. Applicants with training deficiencies may complete the training at any Wisconsin school of barbering and cosmetology that will provide the needed training.

### MINIMUM HOURS OF TRAINING REQUIRED:

Practitioner:	1800 hours
Manicurist:	300 hours
Aesthetician:	450 hours
Electrologist:	450 hours

Please contact Continental Testing Services (CTS) at 1-800-717-1201 to request an application packet for the Wisconsin barbering and cosmetology examination, which contains the CERTIFICATION OF TRAINING form. If you have any other questions, please contact the Department at (608) 261-2390.

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## DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

### LICENSED BARBERING/COSMETOLOGY, ELECTROLOGY, AESTHETICS, AND MANICURING SCHOOLS

<u>NAME OF SCHOOL</u>	<u>STREET ADDRESS</u>	<u>CITY</u>	<u>STATE</u>	<u>CODE</u>
<u>BARBERING/COSMETOLOGY SCHOOLS:</u>				
ADVANCED INSTITUTE HAIR DESIGN/VICI	4111 S. 108TH ST	GREENFIELD	WI	53228
BEAUTY SCHOOLS INC/VICI	11010 W HAMPTON	MILWAUKEE	WI	53225
FIRST CLASS COSMETOLOGY SCHOOL	322B STATE ST	BELOIT	WI	53511
FOUR SEASONS SALON & DAY SPA	128 W 8TH ST #7	MONROE	WI	53566
GILL-TECH ACADEMY OF HAIR DES	423 W COLLEGE AVE	APPLETON	WI	54911
MADISON COLLEGE OF COSMETOLOGY	310 WESTGATE MALL	MADISON	WI	53711
MARTINS SCHOOL OF HAIR DESIGN	2310 W COLLEGE	APPLETON	WI	54914
MARTINS SCHOOL OF HAIR DESIGN	2575 W MASON	GREEN BAY	WI	54304
MARTINS SCHOOL OF HAIR DESIGN	6414 ODANA RD	MADISON	WI	53717
MARTINS SCHOOL OF HAIR DESIGN	10324 SOUTH 18 <sup>TH</sup> ST	MANITOWOC	WI	54220
MARTINS SCHOOL OF HAIR DESIGN	5655 S. 27TH ST	MILWAUKEE	WI	53202
PROFESSIONAL HAIR DESIGN ACADEMY	3408 MALL DR	EAU CLAIRE	WI	54701
SCIENTIFIC COLLEGE OF BEAUTY	326 PEARL ST	LA CROSSE	WI	54601
STATE COLLEGE BEAUTY CULTURE	120 CLARK ST	WAUSAU	WI	54401
THE INSTITUTE OF BEAUTY & WELLNESS	342 N WATER ST	MILWAUKEE	WI	53202
VISIONS IN HAIR DESIGN	7213 W BURLEIGH	MILWAUKEE	WI	53210
WISCONSIN COLLEGE OF COSMETOLOGY	2960 ALLIED ST	GREEN BAY	WI	54304
<u>ELECTROLOGY SCHOOLS:</u>				
EAU CLAIRE SCHOOL OF ELECTROLOGY	1738 BRACKETT AVE	EAU CLAIRE	WI	54701
RIVER ROCK ELECTROLOGY INSTITUTE	1700 TAINTER ST # D	MENOMONIE	WI	54751
<u>MANICURING SCHOOLS:</u>				
ACADEMY OF EUROPEAN NAILS	17550 W BLUEMOUND #206	BROOKFIELD	WI	53005
CLASSIC NAILS MANICURING SCHOOL	229 N JANESVILLE ST	MILTON	WI	53563
FIRST CLASS MANICURING SCHOOL	322 STATE ST	BELOIT	WI	53511
JUST NAILS TRAINING CENTER	2990 CAHILL MAIN	MADISON	WI	53711
MADISON NAIL TECH ACADEMY	1736 EAGAN RD	MADISON	WI	53704
MADISON NAIL TECH ACADEMY	632 S WHITNEY WAY	MADISON	WI	53711
NAIL TECH ACADEMY	6546 W BROWN DEER RD	BROWN DEER	WI	53223
SPA AT RIVERFRONT	15 W. MILWAUKEE ST # 200	JANESVILLE	WI	53548
TAN & NAIL WORLD SALON & LEARNING CENTER	2320 E MORELAND BLVD #C-D	WAUKESHA	WI	53186
<u>AESTHETICS SCHOOLS</u>				
ALEXANDER THOMAS SCHOOL OF AESTHETICS	18735 PLEASANT ST	BROOKFIELD	WI	53045
LAKEVIEW SCHOOL OF ESTHETICS	205 CARROLL ST	RANDOM LAKE	WI	53075
MEQUON/THIENSVILLE SCHOOL OF ESTH	214 GREEN BAY RD	THIENSVILLE	WI	53092
THE INSTITUTE OF BEAUTY & WELLNESS	342 N WATER ST	MILWAUKEE	WI	53202

### PUBLIC SCHOOLS

(Regulated by the Board of Vocational, Technical & Adult Education)

Chippewa Valley Tech College	620 W. Clairemont Avenue	Eau Claire	WI	54701-1098
Gateway Technical College	1001 S. Main Street	Racine	WI	53403
Madison Area Technical College	211 N. Carroll Street	Madison	WI	53703
Mid-State Technical College	500 32nd Street, North	Wisconsin Rapids	WI	54494
Milwaukee Area Tech College	1015 N. 6th Street	Milwaukee	WI	53203
Moraine Park Technical College	235 N. National Avenue	Fond du Lac	WI	54935
Nicolet Technical College	P.O. Box 518	Rhineland	WI	54501
Southwest Technical College	Bronson Blvd.	Fennimore	WI	53809
WI Indianhead Tech College	1900 College Dr.	Rice Lake	WI	54868
WI Indianhead Tech College	600 N. 21st Street	Superior	WI	54880